



GREATER BOSTON FEDERAL EXECUTIVE BOARD

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MEMORANDUM FOR GREATER BOSTON HEADS OF FEDERAL AGENCIES AND DEPARTMENTS

FROM: KATHLEEN N. LUDGATE, CHAIR
REGIONAL DIRECTOR, US CENSUS BUREAU

SUBJECT: Greater Boston Federal Executive Board Emergency Decision and
Notification Procedures for non-Extreme Winter Weather

As the 2010/2011 winter season approaches, I'd like to confirm the Greater Boston Federal Executive Board's (GBFEB) emergency decision and notification procedures relating to non-extreme winter weather events. Please review carefully.

It is important to note that, although the GBFEB will continue to communicate up-to-date, accurate and consistent information to Federal agencies, we no longer utilize the media to publicize a formal recommendation during winter weather storms. Relevant forecast and other information will be distributed to those individuals within each local agency who have been identified as key decision-makers during emergencies, via email, text or voice message, outlined in our emergency decision and notification protocol and available on our website at www.boston.feb.gov

As outlined in our Plan, during snow and other weather-related emergencies, the GBFEB collects detailed data from subject-matter experts, including the National Weather Service and law enforcement, emergency management and public safety officials. A Committee, consisting of regional representatives from the US Coast Guard, GSA and FEMA, analyzes the data and consults with state and local officials as to the best course of action. Following extensive collaboration, when warranted, the GBFEB will issue guidance concerning the status of non-emergency Federal employees. Agency leaders have the option of utilizing our data and guidance as part of their decision-making process.

I cannot reinforce enough the Emergency Decision and Notification Committee's goal is to provide accurate, up-to-date and consistent information in order to make informed, and, when possible, uniform decisions. The GBFEB does not close Federal buildings or Federal agencies or offer administrative leave to employees. Individual agency heads are always responsible for making final determinations on what is in the best interests of his / her employees and for communicating agency status to its' employees. Employees should always check with their employing agency for status updates.

The GBFEB's guidance is consistent with that of the U.S. Office of Personnel Management and promotes greater use of the various management flexibilities available to Federal managers during emergencies. (Visit www.opm.gov for details.)

As always, your feedback is welcome. Please contact me at 617-565-6769 should you have any questions or comments.

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